

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: DATA PROCESSOR

POSITION LOCATION: Agency

POSITION REPORTS TO: Appropriate Supervisor

POSITION SUPERVISES: No

MINIMUM QUALIFICATIONS: High School diploma or GED and two years experience in data entry, word processing, keypunch or in the application of spreadsheet software packages. One year of post high school course work in a related field may substitute for one year of experience.

GENERAL DUTIES: Perform complex data preparation. Review information for accuracy. Follow up and edit missing/inaccurate information. Enter data into created database. Assist with the development, design, and recommendation of data bases for new projects. Monitor and verify accuracy of data entry (recheck 25% of entered information/program to be accurate). Prepare data summary reports as directed. Utilize/operate software including Microsoft Access, Microsoft Excel, and SPSS. Plan multi projects to ensure established deadlines are met. Report information detrimental to the completion of assignments.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of general office procedures and practices. Knowledge of word processing and spreadsheet software. Ability to acquire knowledge of ASDB policies and procedures. Skills in the accurate operation of data entry equipment. Ability to verify processed source documents effectively, orally and in written communications. Ability to communicate effectively with personnel to accurately gather information from the various Agency programs. Ability to meet and sustain production standards. Skill to gather, organize and input data from various sources. Skill to organize multiple assignments to ensure deadline are met. Skill in establishing and maintaining effective working relationships with staff, administrators, students, parents and the general public.

MENTAL AND PHYSICAL REQUIREMENTS: Interpersonal skills necessary in order to communicate by phone. Must be able to sit for extended periods of time. Manual dexterity for heavy computer use.

PAY PLAN: <u>Classified</u>	GRADE: <u>06</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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